



## Michigan Supreme Court

State Court Administrative Office

### Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

### MEMORANDUM

DATE: November 30, 2006

TO: Circuit Court Administrators  
County Clerks  
District Court Administrators/Clerks  
Probate Registers  
System Providers  
Authorized Users of the Counsel Appointment System

cc: SCAO Regional Administrators

FROM: Laura Hutzl  
Statistical Research Manager

RE: Annual Counsel Appointment Reporting

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The annual counsel appointment report for 2006 is due to SCAO from each court by February 15, 2007. The Counsel Appointment System (CAS) will be available to authorized users between January 1, 2007, and February 15, 2007, for the purpose of submitting the 2006 report.

**The reporting requirements for the 2006 report are the same as they were for the 2005 report.**

For more information, please review the *User Guide and Specification* and the *File Format for the Submission of Electronic Counsel Appointment Data* which are available on the web. To access these resources, log onto MCAP (<http://courts.mi.gov/mcap/>) and click on Download user guides. In the drop down list, select Counsel Appt System. The resources will be listed on this webpage.

If you have any questions, please contact Lili Marchlewicz by phone at 517-373-5538 or by e-mail at [marchlewiczl@courts.mi.gov](mailto:marchlewiczl@courts.mi.gov).

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